

PURCHASE CARD LOG - - SECTION A

RECORD OF PURCHASE CARD ORDERS

Instructions: Use this form to document orders placed over the counter or by telephone that will be paid for using VISA. Reconcile the information on this form with your monthly SOA, sign and date the form and submit it with the SOA to the CAO. Note: A computerized spreadsheet may be substituted for this form, provided that it contains all the required information.

Month: _____

Page ____ of ____ Page(s)

Name of Cardholder: _____

Office Symbol/Telephone Number: _____

[illegible]

REMARKS:

Signature of cardholder (sign in ink)

Signature of CAO (sign in ink)

PURCHASE CARD LOG - - SECTION B

RECORD OF PURCHASE CARD ORDERS						Month: _____ Page ____ of ____ Page(s)					
Instructions: Use this form to document orders placed over the counter or by telephone that will be paid for using VISA. Reconcile the information on this form with your monthly SOA, sign and date the form and submit it with the SOA to the CAO. Note: A computerized spreadsheet may be substituted for this form, provided that it contains all the required information.						Name of Cardholder: _____					
						Office Symbol/Telephone Number: _____					
					Purchases above the micro-purchase threshold (\$2,500)						
Line Item #	Vendor Confirmation Order #	Clearance Needed	Sensitive/ Accountable Property	Shipping & Handling Charges (i.e., dry ice, etc.)	Mandatory Sources Checked	Small Business (If NO - Justification Required)	NAICS Codes	Competitive Procurement (Minimum of 3 quotes - if NO - Sole Source Justification Required)	Vendor 1 Name & Bid	Vendor 2 Name & Bid	Vendor 3 Name & Bid

REMARKS: